

JOB OPENING
LOWER ALLOWAYS CREEK
Administrative Assistant

Lower Alloways Creek Township is seeking applications for the position of Administrative Assistant to work in the Police Department. Applicants must possess excellent communication and computer skills. Familiarity and experience with police reporting systems, the Police CAD system, Uniform Crime Reporting, and Discovery Motions is preferred but not required. Job related college courses, computer training and experience are also preferred. Applicants must submit to a thorough background investigation and must be temperamentally suited to interact with the public and work in the law enforcement environment. The position is part time with hourly rate commensurate with training, experience, and qualifications.

Applicants should submit an employment application and resume to the L.A.C. Municipal Clerk at PO Box 157, 501 Locust Island Rd. Hancock's Bridge, N.J.

08038. Applications must be received by November 13, 2015 at 4:00 pm.

Lower Alloways Creek is an equal opportunity employer